



## U.S. MISSION Job Announcement

**Rivadh – Jeddah - Dhahran**

**06-25**

**VACANCY ANNOUNCEMENT - JEDDAH**

**05/02/06**

**OPEN TO:** All interested candidates

**POSITION:** Chauffeur, FSN-04

**OPENING DATE:** Tuesday, May 02, 2006

**CLOSING DATE:** COB Tuesday, May 16, 2006

**WORK HOURS:** Full-time; 48 hours/week

**SALARY:** Ordinarily Resident: SR. 44,396 p.a. (basic salary + eligible allowances) (Position Grade: FSN-04).

**NOTE: ALL APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED TRANSFERABLE WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. ONCE SELECTED, A WRITTEN NOTE FROM THE CURRENT EMPLOYER/SPONSOR CONFIRMING THE RELEASE WILL BE REQUIRED BEFORE HIRING IS EFFECTED.**

The U.S. Mission in Saudi Arabia is seeking an individual for employment in country for the position of Chauffeur in the Bilateral Program Management Section of its Consulate in Jeddah.

### **BASIC FUNCTION OF POSITION**

The incumbent will serve as a chauffeur driving armored/non-armored sedans, suburban, vans and sport utility vehicles to transport USG employees and their eligible family members, if any, in and around Jeddah and Saudi Arabia. The jobholder is also responsible for safe operation of the vehicle, assessing the security situation/threat on the roads, and ensuring the passenger's safety and is responsible for the day-to-day preventive maintenance checks and services of vehicles on daily basis as well as be able to identify mechanical deficiencies that degrade the vehicle operation and effect its performance. The person will also have limited translation and procurement duties as assigned by the management officer.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. **Required Education:** Completion of Elementary school, is required.
2. **Required Experience:** Three years experience as a professional chauffeur with two years of experience within the city of Jeddah is required.
3. **Language Requirements:** Level III (Good Working Knowledge) English, (Reading/Writing/Speaking is required. Level II (Limited knowledge) Arabic (Reading/Speaking) is required.
4. **Knowledge/Other Criteria:** Incumbent must be familiar with local traffic laws/area traffic patterns and be able to read, interpret and apply information presented in driver manuals relating to vehicle usage/care. Must be familiar with host Government Office locations within Jeddah metropolitan area and major highways in order to drive to constituent posts. Must be able to read/interpret Arabic traffic laws. The incumbent must be medically qualified to operate a motor vehicle; must be able to lift 50 lbs, to change tires and to use basic tools in vehicle preventative maintenance.
5. **Other Skills:** Analyze and react to potential security threat reported on the streets and handle accident problems at an accident scene. Must exercise competent enough judgment involving the use and operation of a BPM vehicle for the safety of the passengers in Saudi Arabia. Prioritize runs; determine most expedient and safest routes. Inform passengers of Motor Pool Policy and ensure compliance. Demonstrate cultural sensitivity to female Diplomats/Eligible family members requiring transportation. Must have a valid Saudi Driver's license.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a **probationary period are not eligible to apply.**

## **TO APPLY**

Interested applicants for this position should submit the following:

1. Application for Federal Employment (SF-171 or OF-612); or
2. Any other documentation (e.g., essays, certificates, awards, and copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO**

In person: HR Office, American Consulate General, Jeddah

By mail: Human Resources Office, Jeddah

P. O. Box 149, Jeddah 21411

FAX: 02-669-3074

**POINT OF CONTACT**

Human Resources Office

Telephone: 02-667-0800 Ext. 4105/4485

**DEFINITIONS\***

Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

**CLOSING DATE FOR THIS POSITION: COB TUESDAY, MAY 16, 2006**

The US Mission in Saudi Arabia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**Drafted:** HR: AHElsafy; FAhmed; MMSShah

**Cleared:** BPM: JDrogo; MGT:HEMorales; HRO:CEverhart; FMC/D: WELauritsen

**Approved:** MGMT/C: RBrady